


## ILPA Team Member District Assignment

June 20, 2014

This document will provide instruction on how to populate the Advisor and Counselor drop lists on the Team Members Tab, when using the *Find & Link New Team Member* feature within the ILPA module.

Summary **Team Members**

 Find & Link New Team Member

**Find New Team Member**

Census  Role

Counselor Staff

Advisor Staff

Select *All Schools*

School

Search | Staff

Find staff member to assign district assignment

Click on **District Assignment Tab** (Index Path: Census | People)

Demographics Identities Households Relationships Enrollments District Employment **District Assignments**

Click New  New

### Employment Assignment Information

**Employment Assignment Information**

\*School  Department

\*Start Date  End Date  Title

Type  FTE of Assignment  Assignment Code

Alternate Type  Highly Qualified

Reading First  PD Year

PD Class  PD Class Type

PD Class Offered By  PD Class Credit

PD Class Applied Hours

Teacher ☐ Special Ed ☐ Program ☐ Behavior Admin ☐ Health ☐ Behavior Response Approver ☐

Advisor ☐ Supervisor ☐ Counselor ☐ Foodservice ☐ Exclude Behavior Referral ☐ Self Service Approver ☐ FRAM Processor ☐

**School:** Select the appropriate alternative program from the school drop list

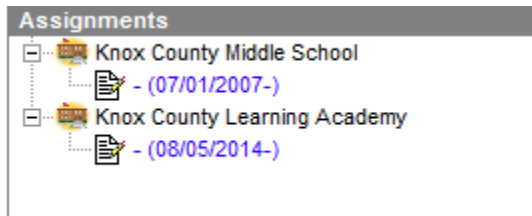
**Start Date:** Enter the start date of the district assignment; this could be the first day of school or the start of the member's role on the team

**Advisor:** Check this indicator for staff member's name to be available in the Advisor drop list on the Team Member's Tab

**Counselor:** Check this indicator for staff member's name to be available in the Advisor drop list on the Team Member's Tab

Save  Save

Staff member will now have a district assignment at their home school and at alternative school



AND the staff member will now appear in the counselor or advisor drop list on the Team Members Tab, when using the *Find & Link New Team Member* feature



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